

DEPARTMENT OF THE ARMY
Rock Island District, Corps of Engineers
Clock Tower Building, P.O. Box 2004
Rock Island, Illinois 61204-2004

CEMVR-IM
Memorandum
No. 1-1-3

14 August 1997

Administration
TECHNICAL LIBRARY

1. Purpose. The purpose of this memorandum is to state the policy, responsibilities and services of the Corps of Engineers, Mississippi Valley, Rock Island (CEMVR) Technical Library.
2. Applicability. This memorandum is applicable to all elements of CEMVR.
3. References.
 - a. AR 25-1 The Information Resources Management Program.
 - b. ER 25-1-96 Information Management Corps of Engineers Library Program
4. Policy. The CEMVR Technical Library prime objective is to provide District personnel with scientific and technical information. A secondary objective is to maintain a centralized technical information system.
5. Responsibility.
 - a. The Chief, CEMVR Information Management is responsible for the administrative supervision of the Technical Library.
 - b. The day-to-day planning, development, and operation of the library is the responsibility of the appointed professional librarian.
6. Services. The services offered by the Technical Library are:
 - a. Selection and Acquisition: Selection and acquisition are accomplished by requesting the purchase of needed mission essential materials. It is the responsibility of the individual to reorder periodicals.

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b. Circulation of Materials: Library materials (books, technical reports, periodicals, videos, photographs, and other information formats) are ordinarily loaned for four weeks. Items loaned are the responsibility of the person who has signed the charge-out card. If the material is loaned to another person, it is the responsibility of the original patron to notify the Technical Librarian of the change of responsibility. Patrons will be notified by memorandum when materials are overdue.

c. Cataloging: Publications ordered through the Technical Library are cataloged and a current online catalog is maintained. Library materials will be accounted for in accordance with AR 735-17.

d. Reference: The Technical Librarian will respond to all reference requests made by mail, telephone, or personal visit, utilizing the current library collection, interlibrary loan, and online search; or querying other appropriate sources.

7. Use of Technical Library. All CEMVR personnel may use the library. The library may be used by the general public, pending the approval of the librarian. However, borrowing of materials is restricted to CEMVR personnel.

8. Technical Library Hours. The library is open from 0730 to 1600 Monday through Friday. CEMVR personnel may check out materials after hours by completing the charge-out card provided in all library material, and leaving the card on the librarian's desk.

FOR THE COMMANDER:

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LARRY E. JONES
Executive Assistant

DISTRIBUTION:
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